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LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Exam Invigilator Procedures

CARDINAL POLE CATHOLIC SCHOOL

Status Public
2026

APPROVED BY THE LOCAL GOVERNING BODY ON:...30/09/2026.....

CHAIR OF GOVERNORS SIGNATURE:..... David R Evans **.....**

Mission Statement

Cardinal Pole Catholic School is a community of service guiding young people on a path to opportunity, aspiration and reward, founded on Catholic values.

The Role of the Invigilator

Exams can be a very stressful time for students. Tensions can be greatly reduced by your positive approach to students. You have a major role to play in making students feel at ease. You should be supportive and display sympathy, respect and understanding whilst maintaining an air of authority and constant vigilance.

General Conduct/Expectations

The Exams Officer will bring the exam papers to the exam hall and, with reference to the seating plans, will ask you to help put out name cards and exam papers. It is of utmost importance that the paper on the desk reflects the paper reference on the seating plan. Where possible different papers and tiers will sit together, however, there may be last minute changes so referencing the seating plan is very important. Once the exam hall is ready for the first exam the Exams Officer will brief you on the day ahead.

To start each exam a member of SLT or the Exams Officer will read out the 'Rubric' on the front of the exam paper(s), remind students of the rules e.g. no mobile phones, airpods earphones/earbuds, watches on the desk, no calculator lids, or non-clear cases to be on desk or on the floor tell candidates what time it is and that they can begin their papers. Students must NOT read the papers, or write anything other than their names and candidate numbers before this, please ensure that this is so.

You will be expected to familiarise yourself with a document called Exam day checklist and to fill out an Exam room incident log to record any incidents including requests for, and visits to, the toilet. You will be asked to assist the EO by signing the 'second pair of eyes' requirement of the examining bodies.

Any candidates with a 'clash' will have their desk card highlighted, these students must not leave the exam hall unaccompanied at any time for any reason. You will have been briefed by the Exams Officer on what the student is doing next – the important thing is that the student must not speak to anyone other than those involved in their quarantine, in order to protect the integrity of the exams.

Once the exam has started only the Head Teacher and the Exams Officer may enter the exam hall. You may show anyone trying to access the hall Appendix 8 of the JCQ ICE Booklet, page 60, 'The People Present In the Examination Room'. All staff should be familiar with this.

Candidates who ask to use the toilet must be accompanied at all times, however the ratio of Invigilators to students must NEVER drop below 1:30. You may call for the Exams Officer or wait until the 'Roving' Invigilator visits the exam hall, depending on the urgency of the matter.

If you suspect that a student is cheating you must inform the Exams Officer immediately, do not wait until the end of the exam and do not confront the student. You will be asked by the Exams Officer to fill out an incident form for submission to the Awarding Body.

You are expected to patrol the exam hall unobtrusively, with an air of confidence and authority but without intimidation, your role is to enable each and every student to perform their very best without interruption or distraction. If it is necessary to speak to another Invigilator, please do so away from the students, briefly and quietly so as not to cause any distraction to the students. You are expected to dress smartly at all times and wear comfortable, quiet shoes – no flip flops.

At the end of the exam you will be expected to collect the papers in the order described to you by the Exams Officer. Papers must be collected quickly and silently, please check that the student has written his/her name and candidate number on the front of the paper. There may be occasions where other students are still working whilst papers are being collected. No student may leave the hall until all the papers of their exam have been collected. Students must take nothing from the hall when they leave. Students will be dismissed by a member of SLT or the Exams Officer, row by row, in silence, you will be expected to assist with this.

At the end of the day please ensure that the exam hall is clean and tidy and that the desks and chairs are in straight rows.

Timesheets will be approved online by the Exams Officer.

Fire Alarm

In the unlike event of the Fire Alarm sounding during an Exam students will be asked to stop writing, the time will be noted and a member of SLT or the Exams Officer will advise you on what to do, unless there is an obvious danger in which case leave by the nearest available exit and assemble in the playground. If an evacuation is necessary students must leave EVERYTHING on their desks, they must be reminded that they are under strict 'exam conditions' and there is to be no talking. You will be led to a fire assembly point, please bring with you the Register. Once the all clear is given the students must be led, in silence, back to their exam where they will continue, any time missed with be compensated for in full. The incident will be reported to the Awarding Body.

I AGREE THAT I HAVE READ AND AGREE TO ABIDE BY THE PROCEDURES FOR INVIGILATORS.

I HAVE RECEIVED INVIGILATOR TRAINING PROVIDED BY MY AGENCY AND HAVE A CURRENT DBS WHICH THE AGENCY HAVE SUPPLIED TO THE SCHOOL.

NAME:

DATE: